

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

DIRECTIVE
NUMBER 64-5

30 September 2003

ADMINISTRATIVE MATTERS

Category 2 (Non-Use) Air Carrier Waiver Request Procedures

1. Summary. To establish responsibilities and outline procedures for processing Category 2 non-use waiver requests for official duty travel on non-use airlines.

2. Applicability. This ED is applicable to personnel assigned to HQ USEUCOM, components, Offices of Defense Cooperation (ODC), Defense Attaché Offices (DAO) and associated units within the USEUCOM AOR. The waiver procedures are applicable to all DoD personnel on official USG travel orders. It contains:

- a. Basic instructions
- b. Appendix A –USEUCOM Chief of Staff Message, DTG 301500Z SEPT 03, Use of Foreign Air Carriers for Individual Travel.
- c. Appendix B - VFRD waiver request template
- d. Appendix C - Category 2 non-use waiver request checklist
- e. Appendix D - Flow Chart of Waiver Request Process

3. Suggested Improvements. ECJ4-PM is the proponent of this staff memorandum and suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ4-PM, Unit 30400, APO AE 09131-0400 (DSN 430-5651).

4. References.

- a. DoD Directive 4500.53, DoD Commercial Air Transportation Quality and Safety Review Program.
- b. DoD Directive 4500.43, Operational Support Airlift.
- c. USEUCOM Chief of Staff Message, DTG 301500Z SEPT 03, Use of Foreign Air Carriers for Individual Travel.

5. Definitions.

- a. International Civil Aviation Organization (ICAO) – United Nations’ technical agency for aviation which establishes international safety standards.

b. Civil Aviation Authority (CAA) – FAA equivalent organization for each individual country; CAA sets standards and enforces compliance with ICAO standards.

c. Category 2 - A Federal Aviation Administration (FAA) International Safety Assessment Category which identifies a country's Civil Aviation Authority's (CAA) ability to meet International Civil Aviation Organization (ICAO) standards. A Category 2 assessment means a country's CAA does NOT meet ICAO standards for safety oversight and therefore all national airlines in that country are in a non-use status.

d. Non-Use Status – Air carriers from category 2 countries are placed in a non-use status for DoD personnel on official travel due to the uncertainty or demonstrated lack of oversight provided by the CAA. (NOTE: For Code Share arrangements where one airline operates a flight under another carrier's flight number, the travel prohibition applies to all flights operated by the aircraft or crew of the non-use air carrier, even if the flight number is associated with an approved airline.)

e. Category 2 Non-Use Waiver – A waiver that may be granted by the USEUCOM Deputy Commander when travel is mission essential and there are no acceptable alternatives to using a Category 2 air carrier.

f. Operational Support Airlift (OSA) – Organic Military Airlift used for movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements.

6. Policies and Procedures.

a. Approval Authority

(1) Per DoDD 4500.53, only the theater combatant commander for the geographic area of travel may grant a waiver to use a foreign air carrier in category 2 non-use status. Approval may not be delegated below the Deputy to the Commander of the Theater Combatant Command.

(2) Approval is limited in all cases to individual travel (no group travel approved).

b. Prohibition of travel on category 2 non-use airlines is applicable only to official DoD duty passengers and does not apply to foreign nationals and contractors or personnel on leisure travel.

c. All requests for waivers must come through the HQ USEUCOM Joint Operations Center (JOC) Team Chief. All requests must info the HQ USEUCOM DCDR as well as Joint Operations Center Battle Watch Captain who will ensure urgent requests received during non-duty hours are forwarded to the appropriate functional directorate.

d. When possible, all waiver requests should be answered within 24 hours after receipt.

7. Responsibilities.

a. **Joint Operations Center.** Will act as OPR/OSR for waiver requests.

(1) All requests will be staffed through the JOC.. Requests can be emailed to JOC Team Chief (jocchief@eucom.smil.mil) and cc JOC Battle Watch Captain (email jocbc@eucom.smil.mil)

(2) ECJ4-PM will be courtesy copied on all waiver requests for data collection purposes.

b. . JOC will, IAW Appendix C:

(1) Determine if waiver request is IAW USEUCOM Chief of Staff Message, DTG 301500Z SEPT 03, Appendix A.

(2) Determine if requestor has attempted all alternate travel methods to accomplish the mission. This includes all methods of transportation, not just air travel.

(3) Determine if TDY is mission essential.

(4) Prepare VFRD for DCDR granting waiver approval/disapproval utilizing VFRD template, Appendix B.

(5) Copy ECJ4-PM.

FOR THE COMMANDER:

OFFICIAL:

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

DANIEL A. FINLEY
MAJ, USA
Adjutant General

APPENDICES

A – USEUCOM Chief of Staff Msg, 301500Z SEPT 03

B - VFRD waiver request template

C - Category 2 non-use waiver request checklist

D - Flow chart of waiver request process

DISTRIBUTION:

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APPENDIX A

USEUCOM Chief of Staff Message, 301500Z SEPT 03

PAAUZYUW RUEOMFO5576 2521618-UUUU--RUFGSOC.
ZNR UUUUU ZUI RUEOMCF2470 2521619
P R **301500Z SEP 03**
FM **HQ USEUCOM VAIHINGEN GE//ECCS//**
TO RUEADWD/DA WASHINGTON DC
RUFGSOC/COMSOCEUR VAIHINGEN GE//J4//
RUFGSOC/COMSOCEUR VAIHINGEN GE//CC//
RUEAHQA/HQ USAF WASHINGTON DC
RUBDDIR/HQ DLA EUROPE WIESBADEN AB GE//CC//
RUEADLA/DIA FT BELVOIR VA
RHEFDIA/DIA WASHINGTON DC
ZEN//L=MARFOREUR/OU=COMMARFOREUR(SC)/OU=COMMARFOREUR CG(SC)
ZEN/CMC WASHINGTON DC
ZEN/CDRUSAREUR DCSLOG HEIDELBERG GE
ZEN/CDRUSAREUR HEIDELBERG GE
ZEN/CDR598THTRANSOPTML ROTTERDAM NL
ZEN/721AMOG RAMSTEIN AB GE
ZEN/ASHINGTON DC/OU=OFFICE OF THE CHAIRMAN(SC)/OU=VCJCS(SC)
ZEN/RGANIZATIONS/L=RAMSTEIN AB GE/OU=HQ USAFE(SC)/OU=LG(SC)
ZEN/HQ USAFE RAMSTEIN AB GE
ZEN/COMUSNAVEUR LONDON UK
ZEN/COMSCEUR NAPLES IT//N00//
ZEN/CNO WASHINGTON DC
ZEN//L=MARFOREUR/OU=COMMARFOREUR(SC)/OU=COMMARFOREUR G4(SC)
INFO RUBDDIR/HQ DLA EUROPE WIESBADEN AB GE//DERE//
RUBDDIR/HQ DLA EUROPE WIESBADEN AB GE//DDDE//
RUEKJCS/HQ USEUCOM LO WASHINGTON DC
RUFGSOC/COMSOCEUR VAIHINGEN GE
RUEAHQA/HQ USAF WASHINGTON DC//IL//
ZEN/HQ USEUCOM VAIHINGEN GE//ECJ2//
ZEN/HQ USEUCOM VAIHINGEN GE//ECJ3//
ZEN/HQ USEUCOM VAIHINGEN GE//ECJ4//
ZEN/CDR USEUCOM VAIHINGEN GE//ECDC//
ZEN/JOINT STAFF WASHINGTON DC//JSJ4//
ZEN/HQ USEUCOM VAIHINGEN GE//ECJ1//
ZEN/HQ USEUCOM VAIHINGEN GE//ECCS//
ZEN/HQ USEUCOM VAIHINGEN GE//ECJ6//
ZEN/HQ USEUCOM VAIHINGEN GE//ECJ5//
ZEN/JOINT STAFF WASHINGTON DC//JSJ4 MD//
ZEN/CDR USJFCOM NORFOLK VA
ZEN/CDR USTRANSCOM TCCC SCOTT AFB IL
ZEN/CDR USSTRATCOM OFFUTT AFB NE
ZEN/CDR USSOUTHCOM MIAMI FL
ZEN/CDR USPACOM HONOLULU HI
ZEN/CDR USCENTCOM MACDILL AFB FL
ZEN/HQ USNORTHCOM
ZEN/USSOCOM DEPLOYED MACDILL AFB FL

UNCLASSIFIED//

MSGID/GENADMIN/-//

SUBJ **USE OF FOREIGN AIR CARRIERS FOR INDIVIDUAL TRAVEL//**

REF/A/MSG/ECCS/091557ZSEPT2003//

REF/B/DOC/SECDEF/YMD: 20001212//

AMPN/REF A IS PREVIOUSLY ISSUED EUCOM POLICY/PROCEDURES FOR REQUESTING NON-USE AIRLINE WAIVERS.

REF B IS DODD 4500.53, DOD COMMERCIAL AIR TRANSPORTATION QUALITY AND SAFETY REVIEW PROGRAM//

POC/CLAY WITTMAN/LT COL/ECJ4-PM/LOC: HQ USEUCOM/-/EMAIL: WITTMANC@EUCOM.MIL//

POC/CHRIS PIKE/LT COL/ECJ4-PM/LOC: HQ USEUCOM/-/EMAIL: PIKEC@EUCOM.MIL//

RMKS/1. THIS MESSAGE UPDATES THE ROUTING OF WAIVER REQUESTS TO A SINGLE POINT OF CONTACT (SEE PARA 4 BELOW.) THIS MESSAGE SUPERCEDES REF A.

2. REF B GOVERNS THE DOD POLICY ON THE USE OF FOREIGN AIR CARRIERS FOR OFFICIAL TRAVEL OF DOD PERSONNEL. IAW THIS POLICY, OSD APPROVES OR DISAPPROVES FOREIGN AIR CARRIERS FOR USE BY DOD PERSONNEL FOR INDIVIDUAL DUTY TRAVEL. (NOTE: OSD PROHIBITIONS DO NOT APPLY TO FOREIGN NATIONALS EMPLOYED BY DOD.) IN EXTENUATING CIRCUMSTANCES WHERE NO ACCEPTABLE ALTERNATIVE EXISTS TO USING AN AIR CARRIER THAT HAS BEEN PLACED IN NON-USE STATUS, AND WHERE THE TRAVEL IS MISSION ESSENTIAL, THE THEATER COMMANDER OR DEPUTY COMMANDER FOR THE GEOGRAPHIC AREA OF TRAVEL MAY APPROVE THE USE OF THE FOREIGN AIR CARRIER.

3. IN KEEPING WITH THE INTENT OF REF POLICY AND TO PREVENT POSSIBLE SAFETY COMPROMISE OF DOD PERSONNEL, THE FOLLOWING GUIDANCE APPLIES FOR TRAVEL WITHIN THE USEUCOM AOR:

A. REQUESTS FOR EXCEPTION TO TRAVEL ON A FOREIGN AIR CARRIER THAT HAS BEEN PLACED IN DOD NON-USE STATUS WILL NOT BE APPROVED UNLESS A COMPELLING MISSION JUSTIFICATION IS PROVIDED. (NOTE: THE TRAVEL PROHIBITION APPLIES WHENEVER A FLIGHT IS OPERATED BY A CREW AND/OR WITH AN AIRCRAFT FROM A NON-USE AIRLINE, EVEN IF THE FLIGHT NUMBER INCLUDES AN APPROVED AIRLINE UNDER A CODE-SHARING ARRANGEMENT.)

B. REQUESTS FOR EXCEPTION SUPPORTED SOLELY BY THE DESIRE TO REDUCE COSTS OR TIME OF TRAVEL (WHEN THE EXTRA TRAVEL TIME WOULD NOT OTHERWISE IMPACT ON MISSION ACCOMPLISHMENT) WILL NORMALLY NOT BE ENTERTAINED.

4. REQUESTS FOR EXCEPTION TO POLICY FOR MISSION ESSENTIAL REQUIREMENTS WILL BE SUBMITTED IN LETTER, MEMORANDUM OR MESSAGE FORMAT AND WILL BE ADDRESSED TO THE EUCOM JOINT OPERATIONS CENTER (JOC). REQUESTS CAN BE E-MAILED TO JOC TEAM CHIEF (JOCCHIEF@EUCOM.SMIL.MIL) AND CC JOC BATTLE WATCH CAPTAIN (E-MAIL JOCBC@EUCOM.SMIL.MIL). THE USEUCOM DCDR AND ECJ4 WILL BE INFO COPIED ON ALL REQUESTS.

5. ALL REQUESTS MUST PROVIDE CONFIRMATION THAT ALL POSSIBLE ALTERNATE TRAVEL CAPABILITIES HAVE BEEN EXPLORED AND ASSESSMENT OF MISSION IMPACT. THE FOLLOWING FORMAT WILL BE USED:

- A. NAME AND LOCATION OF ORGANIZATION/AGENCY REQUIRING TRAVEL
- B. NUMBER OF PEOPLE REQUIRING TRAVEL
- C. LOCATIONS OF TRAVEL AFFECTED BY THE POLICY
- D. AIR CARRIER INVOLVED
- E. EXPLANATION OF MISSION TO BE ACCOMPLISHED
- F. DESCRIPTION OF ALL ALTERNATE TRAVEL OPTIONS CONSIDERED AND WHY THESE ALTERNATIVES WILL NOT SUPPORT THE MISSION
- G. ASSESSMENT OF ALTERNATE MEANS OF ACCOMPLISHING MISSION
- H. MISSION IMPACT STATEMENT
- I. POCS OF REQUESTING ORGANIZATION

APPENDIX B

VFRD Waiver Request Template

VFRD*VFRD***VFRD***VFRD***VFRD**

1. **SUBJECT:** Waiver request to utilize Category 2 Non-Use airlines. Submitted by _____, ECJ_ , DSN, DATE.

2. **BACKGROUND:**

- DoD personnel on official travel are prohibited from using Category 2 non-use airlines, except on the last leg into and the first leg out of the U.S. Per DoD 4500.53, Department of Defense Commercial Air Transportation Quality and Safety Review Program, the Deputy Commander of a theater command may grant a waiver for individual duty travel on non-use airlines when the travel is mission essential and there are no viable transportation alternatives to the Category 2 airline..

3. **DISCUSSION:**

- **(Requesting agency)** has requested the use of **(airline)** for **(number of personnel and agency)** from **(location)** to **(location)**. **(Identify mission to be accomplished and mission impact if waiver request is not supported)**. Alternative means of transportation have been explored and are considered not acceptable.

4. **RECOMMENDATION:** DCDR **grant/deny** waiver request.

APPENDIX C

Category 2 Non-Use Waiver Request Checklist

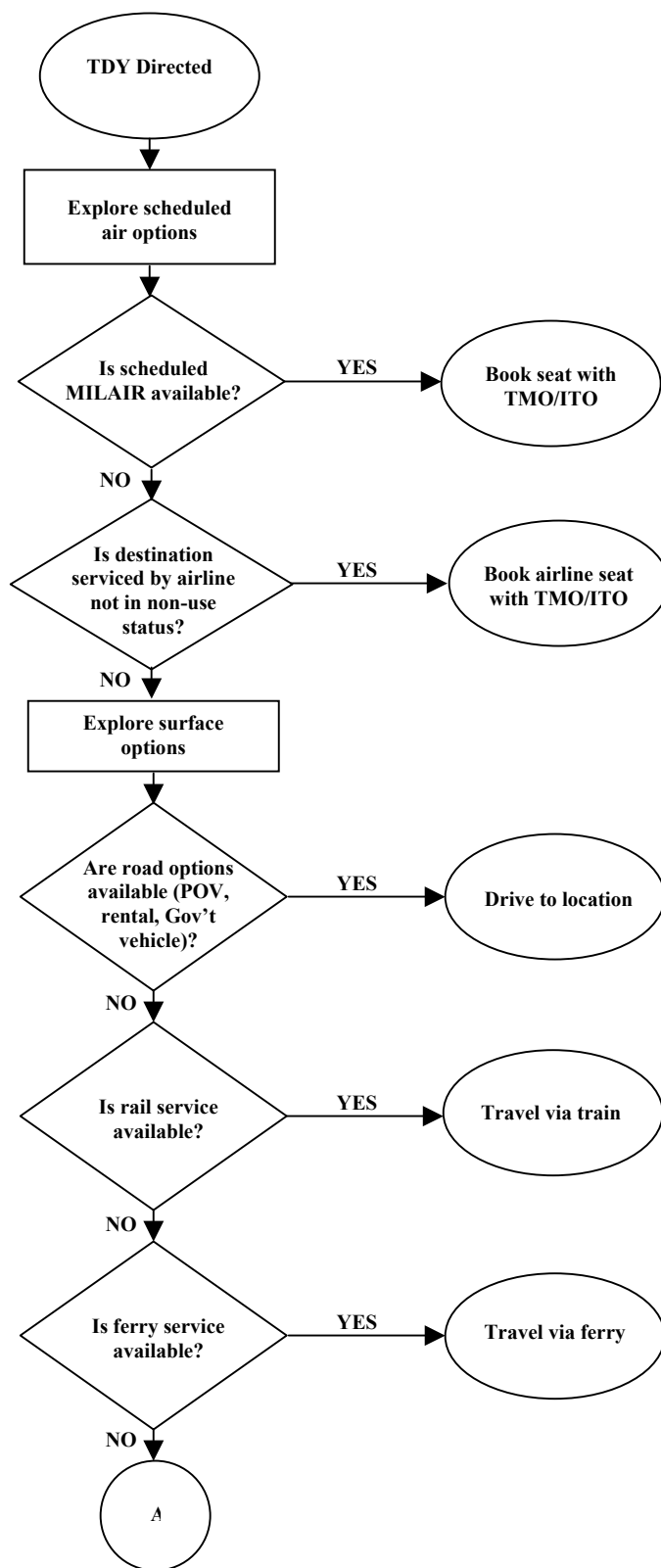
OPR will:

- ☐ Ensure request conforms to USEUCOM Chief of Staff Msg, DTG 301500Z SEPT 03, SUBJ: Use of Foreign Air Carriers for Individual Travel
- ☐ Ensure requestor has explored all alternate travel options, as follows:
 - ☐ Scheduled Military airlift or alternative airlines, regardless of cost or routing
 - ☐ Surface options, to include road, ferry, train, etc.
 - ☐ Operational Support Airlift (OSA) using Priority 2 on DD Form 2768
 - ☐ To request OSA, fax DD Form 2768 to below agencies, in turn:
 - ☐ USAREUR Centralized Scheduling Office (CASO): DSN: 370-3261/9463, Fax: 370-8924
 - ☐ USAFE Air Mobility Operations Control Center (AMOCC): DSN: 480-7432/7708, Fax: 480-7456
 - ☐ NAVEUR Air Services Coordinator Mediterranean (ASCOMED): DSN: 626-3177/4818, Fax: 626-4893
 - ☐ EUCOM Joint Movement Center (JMC): DSN: 430-5011, Fax: 430-6104
- ☐ Ensure travel is mission essential
- ☐ Prepare VFRD for DCDR, recommending waiver approval/disapproval
- ☐ Copy ECJ4-PM for data collection purposes

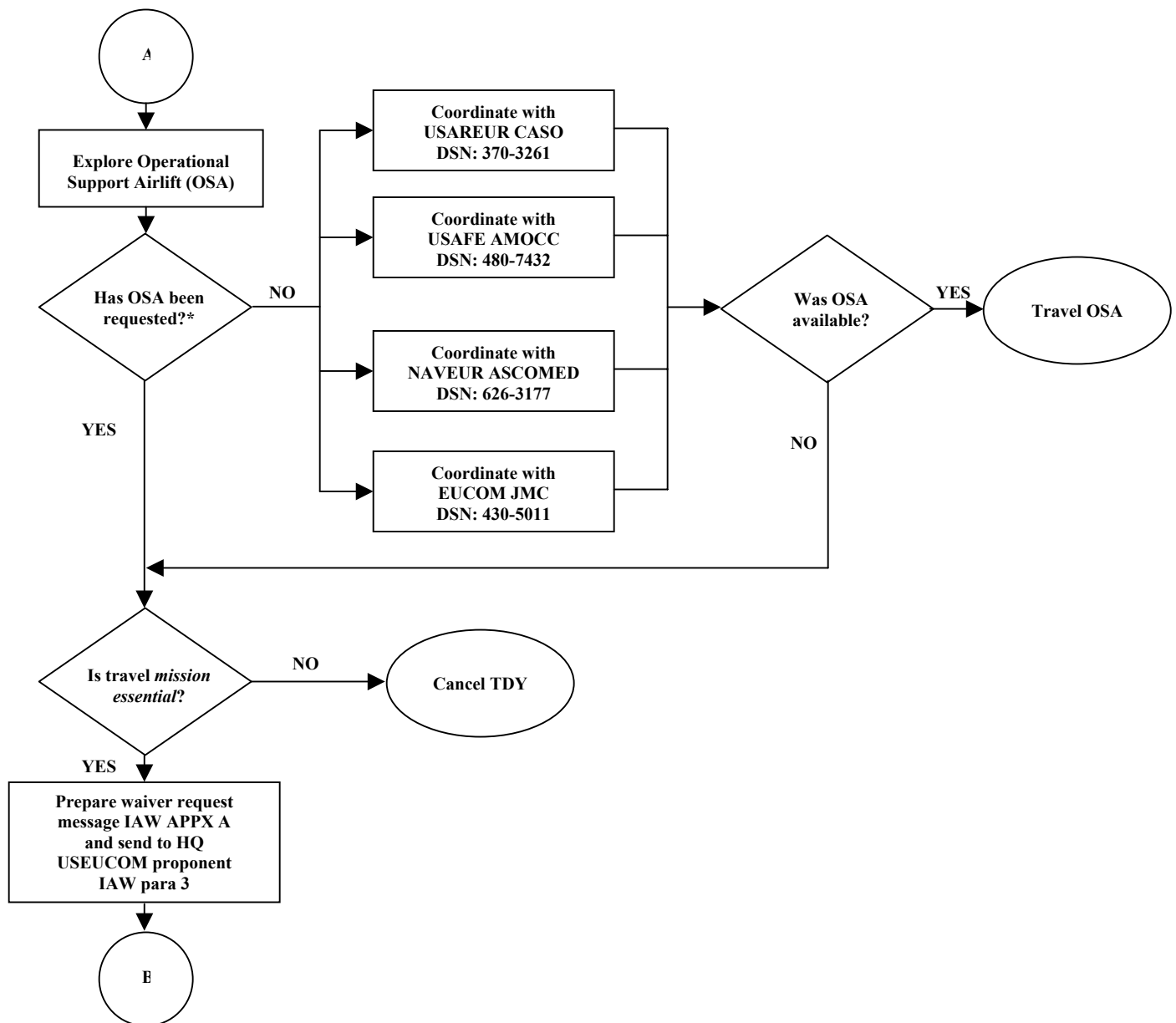
APPENDIX D

Flow Chart of Waiver Request Process

Process for Requesting Unit



Process for Requesting Unit (Cont'd)



*** Travelers seeking OSA due to non-use of commercial airlines are authorized to submit MILAIR requests using priority 2**

Process for HQ USEUCOM POC